

A photograph of four young boys in school uniforms walking outdoors. They are wearing dark grey suits, white shirts, and striped ties. The boy on the far left is smiling broadly. The boy next to him is looking down. The boy in the center is smiling and looking to the right. The boy on the far right is looking down. They are walking on a path with trees in the background.

Forest Hill School Parent Governor Recruitment Pack October 2017

**"Having been to a talk about the Governing Body,
I realised they were keen to have people from all
backgrounds and with no special experience.
There is a real variety of opportunities to get
involved in depending on interests. "**

**Judith Ralphs -
Parent Governor**

foresthillschool.co.uk

Forest Hill School needs YOU

We are looking for 3 parents or carers to join the Forest Hill School Governing Body

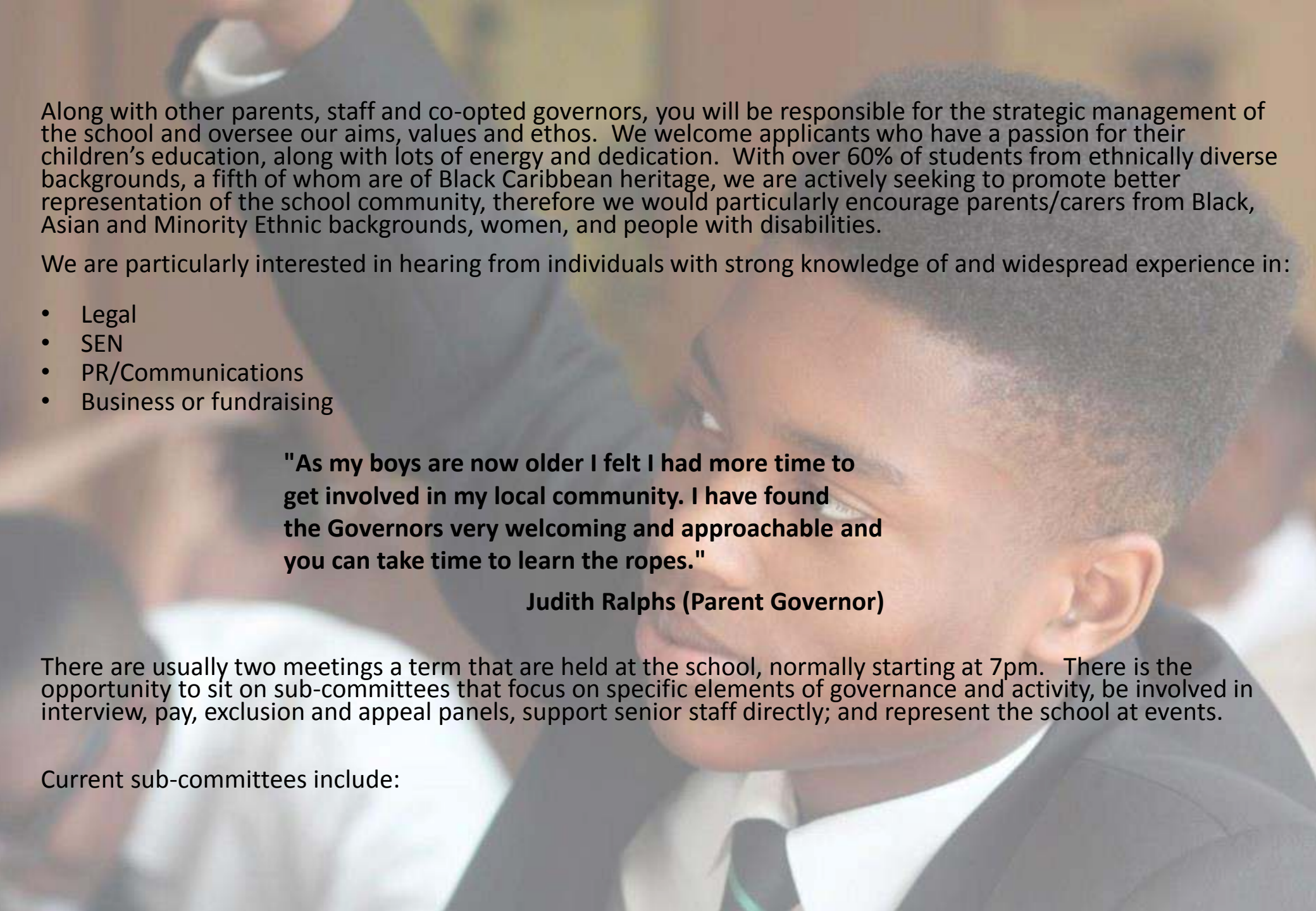
- Be at the heart of making sure our school provides a good quality education for all its pupils
- Support the great work of the teachers and staff to be the best possible learning environment
- Support and input to the road map of the school's next phase
- Be part of a resourceful and voluntary team

Forest Hill School remains proud of the strength of its parental partnerships and togetherness as a school community and this strong tradition continues under the new leadership of Mike Sullivan, who took up post as Headteacher in Spring 2016, and Dr John Perry, who became Chair of Governors in November 2016. At this pivotal moment, the Governing Body would like to strengthen and diversify with 3 new Parent Governors. The Government and the Department of Education are rightly eager to involve parents in the governance of schools, and Forest Hill is fortunate to have a Governing Body who make a hugely positive contribution, helping to raise standards and enhance the effectiveness of the school.



“Governors provide strategic direction, challenge and support to school leadership. Parent governors bring a unique and essential perspective and the school benefits immeasurably from a broad, diverse and representative membership on the governing body. It is vital to me, as Headteacher, that we have a governing body which is truly reflective of our community, and one which has the range of skills and experience to move the school forward. Please consider standing for election and contribute to the work we do in developing the school, and supporting our students to become engaged citizens and leaders of the future.”

**Mike Sullivan
Headteacher**



Along with other parents, staff and co-opted governors, you will be responsible for the strategic management of the school and oversee our aims, values and ethos. We welcome applicants who have a passion for their children's education, along with lots of energy and dedication. With over 60% of students from ethnically diverse backgrounds, a fifth of whom are of Black Caribbean heritage, we are actively seeking to promote better representation of the school community, therefore we would particularly encourage parents/carers from Black, Asian and Minority Ethnic backgrounds, women, and people with disabilities.

We are particularly interested in hearing from individuals with strong knowledge of and widespread experience in:

- Legal
- SEN
- PR/Communications
- Business or fundraising

"As my boys are now older I felt I had more time to get involved in my local community. I have found the Governors very welcoming and approachable and you can take time to learn the ropes."

Judith Ralphs (Parent Governor)

There are usually two meetings a term that are held at the school, normally starting at 7pm. There is the opportunity to sit on sub-committees that focus on specific elements of governance and activity, be involved in interview, pay, exclusion and appeal panels, support senior staff directly; and represent the school at events.

Current sub-committees include:

Resources Committee

This group look in detail at resource and management issues including Finance; Staffing; Pay; Premises and Health & Safety; Documents and Policies; New Legislation.

Learning & Achievement Committee

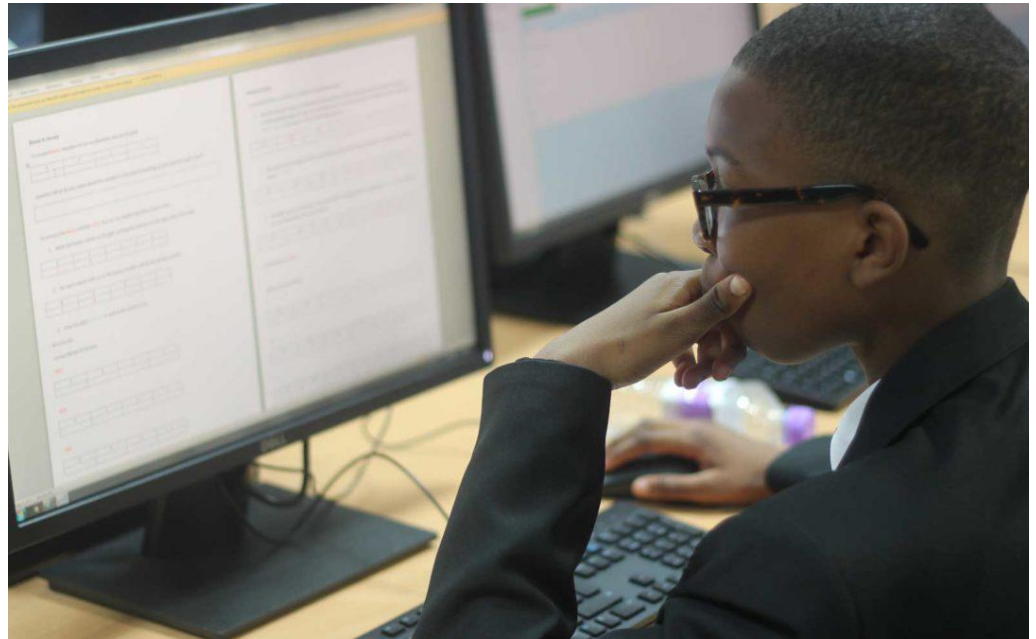
This group look in detail at the Curriculum; Ofsted Preparation and Monitoring; School Improvement, Outcomes & Progress; School Specialism (Performing Arts).

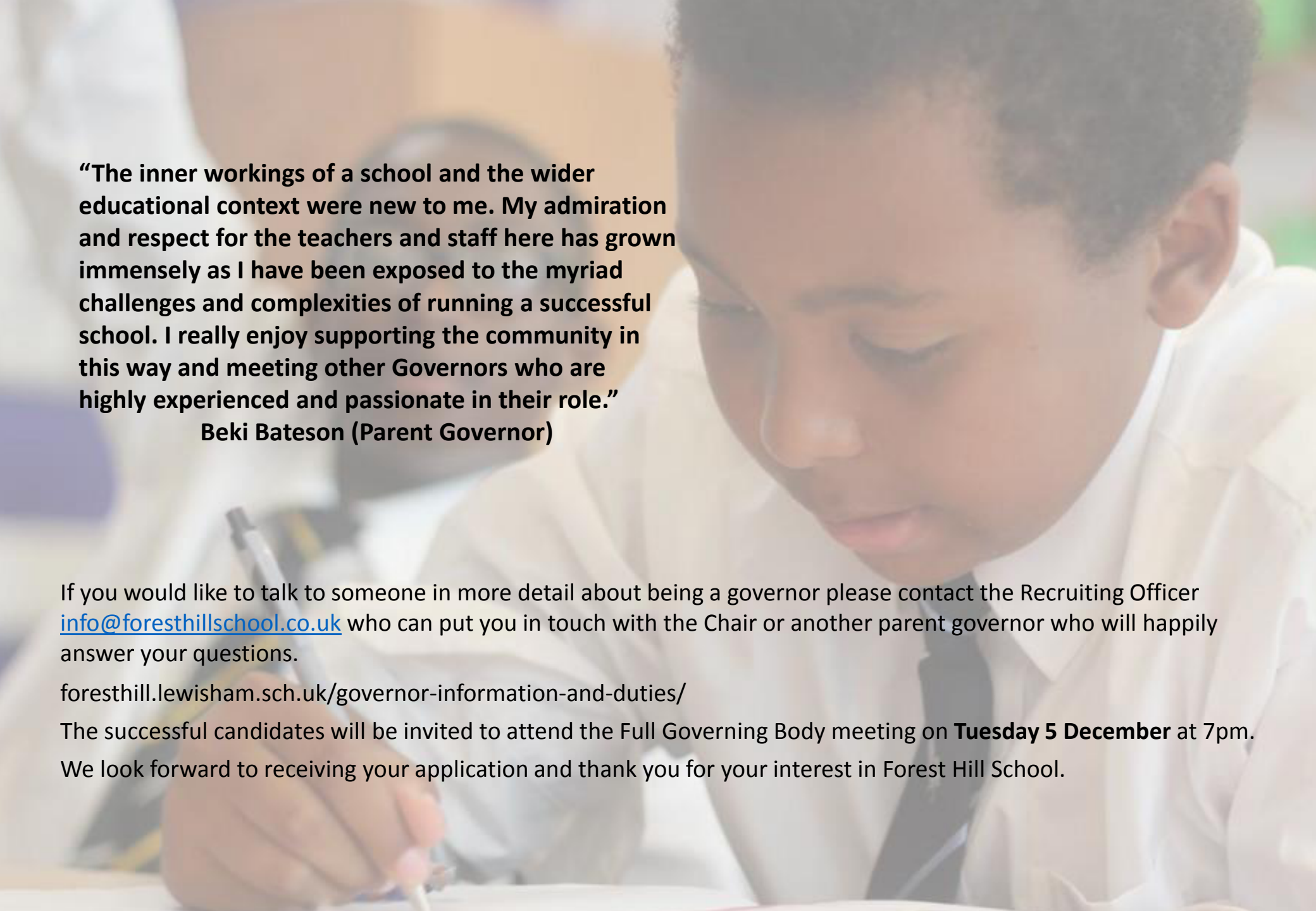
Inclusion and SEND Committee

This group look in detail at SEN Provision; Alternative Provision; Behaviour; Pastoral Provision.

Governor training is also available

Funded training and support is available for all governors, including specialist training for specific roles and general networking across the borough.



A young boy with dark skin and short, curly hair is shown from the chest up, wearing a white school shirt and a dark tie. He is looking down, focused on writing in a notebook with a pen. The background is blurred, showing other students in a classroom setting.

“The inner workings of a school and the wider educational context were new to me. My admiration and respect for the teachers and staff here has grown immensely as I have been exposed to the myriad challenges and complexities of running a successful school. I really enjoy supporting the community in this way and meeting other Governors who are highly experienced and passionate in their role.”

Beki Bateson (Parent Governor)

If you would like to talk to someone in more detail about being a governor please contact the Recruiting Officer info@foresthillschool.co.uk who can put you in touch with the Chair or another parent governor who will happily answer your questions.

foresthill.lewisham.sch.uk/governor-information-and-duties/

The successful candidates will be invited to attend the Full Governing Body meeting on **Tuesday 5 December** at 7pm.

We look forward to receiving your application and thank you for your interest in Forest Hill School.

Dear Parents/Carers

ELECTION FOR PARENT GOVERNOR(S)

Following expiry of term of office and a recent resignation, parent-governor elections for 3 parent/carer governors will take place shortly. All governors serve a four year term of office.

Eligibility to stand

All parents/carers and guardians of children at the school are eligible to stand as candidates in the election **EXCEPT**

- if s/he is an elected member of the local education authority; (local councillor)
- if s/he is paid to work at the school for more than 500 hours in any twelve month period beginning on 1 August and finishing on 31 July (an academic year)

Eligibility to vote

Each parent will have **one** vote for **every parent governor vacancy**.

Some people who are not parents but who act as parents/carers and take care of a child at the school may also be able to take part. If you, or someone else living with you, looks after a child in this way, please contact me to check if you will be able to take part in the election.

Information about the role of a parent governor has been included in this pack.

If you would like to talk to someone in more detail about being a governor please contact the Recruiting Officer info@foresthillschool.co.uk who can put you in touch with the Chair or another parent governor who will happily answer your questions.

The important dates are:

Friday 03 November 2017

Deadline for submission of completed forms for candidate nominations.

If you want to be a candidate you should return the attached nomination form by the end of the school day on this date (electronically to info@foresthillschool.co.uk or hard copy handed in to Main Reception). You can nominate yourself to stand. If you want to nominate another parent, please check with them first that they are willing to stand and ask them to sign the nomination form in the space provided. Extra copies of the nomination form are available from the school office.

Wednesday 08 November 2017

Voting opens and will take place daily at the school from 8.15am to 4.30pm until voting closes on Friday 24 November. This is to allow as much time as possible for working parents/carers to get to school to vote.

We are investigating the possibility of offering electronic voting. Should this prove a viable option we will notify details when the vote formally opens.

Please note that all new governors are required by law to undergo a check on their suitability to serve. This will be a Disclosure and Barring Service (DBS) check and/or a check against List 99, the DfE list of people whose employment has been barred or restricted either on grounds of misconduct or for medical reasons.

Parent governors are very important to the life of the school and I hope very much that you will vote and also consider being a candidate.

Yours sincerely

Mike Sullivan
Headteacher

NOMINATION FORM

I WOULD LIKE TO NOMINATE MYSELF*/SOMEONE ELSE* (with their permission) *(please delete as appropriate)*
AS A PARENT/GOVERNOR AT FOREST HILL SCHOOL

Full Name	
Postal Address	
Contact Number	
Email Address	

I am a parent of (name of child & their tutor group) _____

Signature _____

All new governors are required by law to undergo a check on their suitability to serve. This will be a Disclosure and Barring Service (DBS) check, and/or a check against List 99, the DfE list of people whose employment has been barred or restricted either on grounds of misconduct or for medical reasons.

This information is for monitoring purposes only and will not be shown on information sent to parents.

Equal Opportunities monitoring

Lewisham Local Authority is committed to governing bodies reflecting the ethnic mix of the Borough. To assist in gathering information would you please indicate which of the following categories you would place yourself in;

White	British	Asian or Asian British	Indian
	Irish		Pakistani
	Traveller of Irish heritage		Bangladeshi
	Gypsy/Roma		Any other Asian background
	Any other white background		Sri Lankan Tamil
	Turkish/Turkish Cypriot		
	White European		
Mixed	White & Black Caribbean	Black or Black British	Caribbean
	White & Black African		African – Somali
	White & Asian		Other Black African
	Any other mixed background		Any other Black background
		Chinese	Chinese
		Any other ethnic background	

Do you consider yourself to have a disability?

Yes / No *(please delete)*

If yes, please specify;

